



**METROPOLITAN
TRANSPORTATION
COMMISSION**

Joseph P. Bort MetroCenter
101 Eighth Street
Oakland, CA 94607-4700
TEL 510.817.5700
TTY/TDD 510.817.5769
FAX 510.817.5848
E-MAIL info@mtc.ca.gov
WEB www.mtc.ca.gov

Bill Dodd, Chair
Napa County and Cities

Scott Haggerty, Vice Chair
Alameda County

Tom Annunzio
City and County of San Francisco

Tom Azumbrado
U.S. Department of Housing
and Urban Development

Tom Bates
Cities of Alameda County

Dean J. Chu
Cities of Santa Clara County

Dave Cortese
Association of Bay Area Governments

Dorene M. Giacomini
U.S. Department of Transportation

Federal D. Glover
Contra Costa County

Anne W. Halsted
San Francisco Bay Conservation
and Development Commission

Steve Kinsey
Marin County and Cities

Sue Lempert
Cities of San Mateo County

Jake Mackenzie
Sonoma County and Cities

Jon Rubin
San Francisco Mayor's Appointee

Bijan Sartipi
State Business, Transportation
and Housing Agency

James P. Sperring
Solano County and Cities

Adrienne J. Tissier
San Mateo County

Amy Worth
Cities of Contra Costa County

Ken Yeager
Santa Clara County

Steve Heminger
Executive Director

Ann Flemer
Deputy Executive Director, Operations

Andrew B. Fremier
Deputy Executive Director,
Bay Area Toll Authority

Therese W. McMillan
Deputy Executive Director, Policy

ADMINISTRATION COMMITTEE

December 10, 2008
MINUTES

Attendance

Chair Bates called the meeting to order at approximately 9:56 a.m. Committee members present were: Commissioners Cortese, Glover, Kinsey, and Tissier. Other commissioners present were: Dodd, Haggerty, Chu, Lempert, Rubin, Worth, and Yeager.

CONSENT

Minutes

The Committee received and approved as written the meeting minutes of November 12, 2008.

MTC Resolution No. 3241, Revised – Reauthorization of MTC Investment Policy

The Committee authorized the referral of MTC Resolution No. 3241 to the Commission to authorize the Executive Director or his designee to re-adopt the current investment policy in its current form.

INVESTMENT REPORT

The Committee received the Investment Reports for the month of October 2008.

MONTHLY FINANCIAL STATEMENTS

The Committee received the following monthly financial reports for the month of October: Operating Income through October 2008; Report of Operating Expenditures for FY 2008-09 through October 2008; Report of Capital Projects for FY 2008-09 through October 2008; FY 2008-09 Contract Services Disbursement Report for October 2008. For the month of October 2008, the monthly financial report listed one contract executed by the Executive Director in the amount of \$100,000 and under, and twenty-two (22) purchase orders executed by the Executive Director between \$2,500 and \$55,000.

The Committee also received a comparison of the budget and actual revenue and expenditures through October 2008.

Page 2

December 10, 2008

Administration Committee Meeting Minutes

Contract: Legislative Representative in Sacramento: Carter, Wetch, and Associates

The Committee authorized the Executive Director or his designee to enter into the first year of a three-year contract extension option with Carter, Wetch, and Associates to provide legislative advocacy services on behalf of MTC, in an amount not to exceed \$115,800.

OTHER BUSINESS/PUBLIC COMMENT/ADJOURNMENT/NEXT MEETING

There being no further business or public comment, the meeting was adjourned at approximately 10:07 a.m. The next Committee meeting date will be on January 14, 2008 in the Lawrence D. Dahms Auditorium, 101 Eighth Street, Oakland, CA.